

Clerical and Office Branch  
Personnel Group  
Personnel Series

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**PERSONNEL AND PAYROLL CLERK***Summary*

Under general supervision, is responsible for preparation of payroll and maintenance of personnel records for a large organization unit; performs miscellaneous clerical duties; may serve as receptionist to department head; may check payrolls for all departments and keep supplemental records; and performs related work as required.

*Typical Duties*

Keeps time records and prepares and submits payroll for a large organization unit; prepares and submits personnel transaction forms; keeps track of merit and longevity increases; figures overtime and adds to payroll; may prepare pension payroll; keeps records on employee leaves and compensatory time; keeps personnel records and files; answers employee questions and requests on personnel matters; handles employee insurance matters and answers questions thereon; answers employee status requests from credit and mortgage companies; may check departmental payrolls for accuracy and keeps related documents and personnel records in the Personnel Department Office; may act as receptionist and secretary to department heads; may research employee records and make statistical reports therefrom; may maintain manning table and current personnel roster; assists budget preparation by preparing a report on projected personnel expenses for the following year; performs other office and clerical work.

*Minimum Qualifications*

Training and Experience: Graduation from high school including or supplemented by additional training in bookkeeping and commercial subjects and five years of increasingly responsible office work, including some experience in payroll work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of bookkeeping principles, methods and procedures as applied to payroll preparation; good knowledge of business English and spelling; good knowledge of office methods and procedures.

Ability to make arithmetical computations with speed and accuracy; ability to operate standard office machines; ability to read and post numerical data rapidly and accurately; ability to establish and maintain effective working relationships with others.

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Director of Personnel

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Department Head